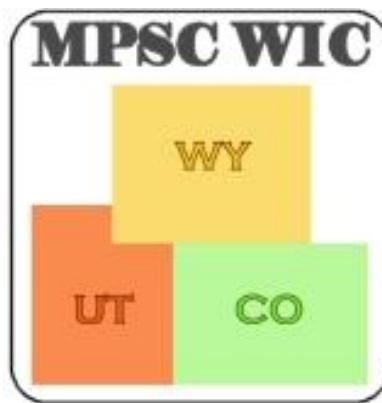# Mountain Plains States Consortium
WIC System Project

DDI DELIVERABLE #07

SA 5 SYSTEM ADMINISTRATION VENDOR MANAGEMENT SCREENS DFDD

(DETAILED FUNCTIONAL DESIGN DOCUMENT)

Presented to:

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Prepared by

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Document Revisions

Revision Date	Updated By	Requested By	Description of Revision
8/23/07	CIBER	MPSC	Revision Version
11/30/07	CIBER	MPSC	Final Version
12/21/07	CIBER	MPSC	Updated Final Version

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Table of Contents

1   Vendor Violations

This screen allows for the viewing of mandatory vendor violations, as well as the maintaining of state-defined violations, which are used in various sections of vendor management.

Mandatory and state violations are mutually exclusive. Mandatory violations are pre-installed USDA violations which cannot be changed. Sanction points are not assigned to mandatory violations. State-defined violations are maintained on this screen, which includes the assigning of sanction points for each violation. As sanction points are assessed to a vendor, they are accumulated. When the sanction points threshold (value stored in a system parameter) has been reached for a vendor, a message is displayed on the Date Alerts tab on the Informational Panel.

> *Vendor Management Administration > Violations*

		Code	Violation Type	Violation Category	Sanction Points	Deactivate
Add Row	>	A	Alcohol/Tobacco	Mandatory		☐
		C	Credit or non food exchange	Mandatory		☐
		S1	State Violation	State	10	☐

Vendor Violations

Control	Description			
Vendor Violations	The data grid used to maintain mandatory and state vendor violations.			
	Type	Data Grid		
	Display	No		
Code	The code for the violation type. Must be unique.			
	Type	Text Box		
	Required	Yes		
	Length	NA		
	Validation	NA		
	Display Only	Yes, if Violation Category = Mandatory	**Calculated**	No
	DB Column	VendorViolationType.ViolationTypeCd		
Violation Type	The description of the violation.			
	Type	Text Box		
	Required	Yes		
	Length	NA		
	Validation	NA		
	Display Only	Yes, if Violation Category = Mandatory	**Calculated**	No
	DB Column	VendorViolationType.Name		
Violation Category	Indicates whether or not the violation is a mandatory or state defined violation. Defaults to "State" when new row is added.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	**Calculated**	No
	DB Column	VendorViolationType.ViolationType		

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Control	Description		
Sanction Points	The points assigned to the specific state violation.		
	Type	Text Box	
	Required	Yes, if Violation Category = State	
	Length	2	
	Validation	NA	
	Display Only	Yes, if Violation Category = Mandatory	**Calculated**	No
	DB Column	VendorViolationType.SanctionPts	
Deactivate	Indicates whether or not the violation is still active within the application. When the deactivate checkbox is checked, the violation no longer appears in the drop-down list boxes within Vendor Management; but, the historical references to the violations that have been deactivated are maintained.		
	Type	Check Box	
	Display Only	No	**Calculated**	No
	DB Column	VendorViolationType.Status	
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the violation type record are displayed.		
	Type	Text Box	
	Required	No	
	Length	NA	
	Validation	Mask of 'firstname lastname mm/dd/yyyy'	
	Display Only	Yes	**Calculated**	No
	DB Column	VendorViolationType.ModifyStfpID VendorViolationType.ModifyDt	

Business Rules
1. Violations are only available for use in vendor records when they are active.
2. Mandatory violations do not have sanction points.
3. Violation Codes must be unique. Display error.
4. Mandatory violations cannot be modified; however, they can be deactivated.
5. Data will be sorted by Violation Category then Violation Type.
6. When a row is being added, only State violations can be created.

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Developer Notes

1. Deployment note: The following records should be created as they follow the USDA standard for TIP.
 	
        Trafficking (T)
        Alcohol/Tobacco (A)
 	
        Reimbursement in Excess of Inventory (I)
        Overcharging (O)
        FI outside authorized channels (R)
        Charging for Supplemental Foods (F)
        Credit or non food Exchange (C)
        Unauthorized Food Exchange (U)
        Food Stamp Reciprocal Action (FSP)

2   Peer Groups – Min and Max Values

This screen allows for the setup of vendor peer groups by range type and store structure max and min values. These values are used in the automated calculation of peer groups in vendor management.

> Vendor Management Administration > Peer Groups – Min and Max Values

Add Row	Peer Group Min and Max					
	Store Structure	Range Type	Min Value	Max Value	Peer Group	Deactivate
>	Corporation	Square Footage	5,000	7,500	2	☐
	Partnership	Square Footage	0	4,999	1	☐
	Sole Proprietor	Square Footage	0	4,999	1	☐
	Partnership	Square Footage	7,500	10,000	3	☐
	Partnership	Food Stamp Sales	0	98,000	1	☐
	Corporation	Food Stamp Sales	0	110,000	2	☐

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Control	Description	
Add Row	Clicking the Add Row command button opens up a blank row in the Peer Group Min and Max grid for a new value to be entered.	
	Type	Command Button
	Hot Key	Alt + A
Peer Group Min and Max	The data grid used to define the minimum and maximum allowable values for different ranges and store structures.	
	Type	Data Grid
	Display	No
Store Structure	The store structure specifies the ownership type of store that is being given a value.	
	Type	List Box
	Required	Yes, if Range Type = "Registers"
	DB Column	VendorPeerGroupCalcRange.StoreStructureCd
	Code ID	Store Structure This code element is non-editable. The installed values are: Corporation Partnership Sole Ownership Unknown
Range Type	The range type specifies the item that is being given a value. These are items such as the number of registers, the square footage of the store, etc.	
	Type	List Box
	Required	Yes
	DB Column	VendorPeerGroupCalcRange.RangeTypeCd
	Code ID	Peer Group Range This code element is non-editable. The installed values are: Food Stamp Sales Registers Square Footage

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Control	Description			
Min Value	This is the minimum value for this range and structure for the specified peer group.			
	Type	Text Box		
	Required	Yes		
	Length	6		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	VendorPeerGroupCalcRange.MinValue		
Max Value	This is the maximum value for this range and structure for the specified peer group.			
	Type	Text Box		
	Required	Yes		
	Length	6		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	VendorPeerGroupCalcRange.MaxValue		
Peer Group	The peer group assigned to this minimum and maximum value.			
	Type	List Box		
	Required	Yes		
	Length	2		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	VendorPeerGroupCalcRange.PG_ID		
	Code ID	Peer Group table lookup		
Deactivate	Indicates the peer group value is or is not active.			
	Type	Check Box		
	Display Only	No	**Calculated**	No
	DB Column	VendorPeerGroupCalcRange.Status		

Control	Description		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the record are displayed.		
	Type	Text Box	
	Required	No	
	Length	NA	
	Validation	Mask of 'firstname lastname mm/dd/yyyy'	
	Display Only	Yes	**Calculated**	No
	DB Column	VendorPeerGroupCalcRange.ModifyStfpID + VendorPeerGroupCalcRange.ModifyDt	

Business Rules
1. Only active peer group values can be used in the peer group calculations of vendor management.
2. There cannot be any gaps or overlapping ranges within the same range type and store structure. Display Warning.

For example:

Square Footage	Corporation	0	12,000	1
Square Footage	Corporation	13,000	14,000	2
Square Footage	Corporation	13,500	14,500	3

Overlapping Warning - in the example, the range 13,500 - 14,000 is in Peer Group 2 and 3.

Gap Warning - in the example, the range 12,001-12,999 has not been assigned to a Peer Group.

3. There can only be one record (row) per peer group within the same Range Type and Store Structure.

For example:

Square Footage	Partnership	0	12,000	1
Square Footage	Partnership	12,001	16,000	2
Square Footage	Partnership	16,001	17,000	2

In the example, Peer Group 2 is assigned twice.

5. The sort order of the grid is as follows:

Range Type

Store Structure

Peer Group

Min Value

Max Value

Developer Notes

1.

3   Peer Group – Weighting Factors

This screen allows for the setup of vendor peer weighting factors based on criteria such as geography and sales. These values are used in the automated calculation of peer groups in vendor management.

> Vendor Management Administration > Peer Groups – Weighting Factors

Peer Group Geography Indicator

	Geography	Value	Peer Group	Deactivate
>	Geography Indicator	Remote Rural	1	☐
	Geography Indicator	Rural	2	☐
	Geography Indicator	Slightly Urban	3	☐
	Special Geography Indicator	Rural	7	☐
	Special Geography Indicator	Urban	8	☐
	Special Geography Indicator	Metro	9	☐

Peer Group Weighted

	Geography	Type	Value	Deactivate
>	Geographic Indicator	Total Square Footage	15%	☐
	Geographic Indicator	Geographic Indicator	5%	☐
	Geographic Indicator	Food Stamp Eligible	40%	☐
	Geographic Indicator	Register Ownership	40%	☐
	Special Geography Indicator	Geographic Indicator	15%	☐
	Special Geography Indicator	Total Square Footage	40%	☐
	Special Geography Indicator	Register Ownership	45%	☐

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Control	Description		
Peer Group Geography Indicator	The geography indicators and the resultant peer group assignment.		
	Type	Data Grid	
	Display	No	
Geography	The type of geography indicator being assigned to a peer group.		
	Type	Text Box	
	Required	Yes	
	Length	NA	
	Validation	NA	
	Display Only	Yes	**Calculated**	No
	DB Column	VendorPeerGroupGeography.GeographyTypeCd	
	Code ID	Peer Group Geography Type This code element is non-editable. The installed values are: Geography Indicator Special Geography Indicator	
Value	The value assigned to the selected geography indicator.		
	Type	Text Box	
	Required	Yes	
	Length	NA	
	Validation	NA	
	Display Only	Yes	**Calculated**	No
	DB Column	VendorPeerGroupGeography.CalcValueCd	
	Code ID	Peer Group Calc Value This code element is non-editable. The installed values are: Remote Rural Rural Slightly Urban Urban Metro Metro Market Edge Metro Market Center	

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Control	Description		
Peer Group	The peer group assigned to the geography indicator.		
	Type	List Box	
	Required	Yes	
	Length	2	
	Validation	Numeric	
	Display Only	No	**Calculated**	No
	DB Column	VendorPeerGroupGeography.PG_ID	
	Code ID	Peer Group table lookup	
Deactivate	Indicates the peer group geography indicator is or is not active.		
	Type	Check Box	
	Display Only	No	**Calculated**	No
	DB Column	VendorPeerGroupGeography.Status	
Peer Group Weighted	The weighting factors and the resultant peer group assignment.		
	Type	Data Grid	
	Display	No	
Geography	The type of geography indicator being assigned to a peer group.		
	Type	Text Box	
	Required	Yes	
	Length	NA	
	Validation	NA	
	Display Only	Yes	**Calculated**	No
	DB Column	VendorPeerGroupWeight.GeographyTypeCd	
	Code ID	Peer Group Geography Type This code element is non-editable. The installed values are: Geography Indicator Special Geography Indicator	

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Control	Description			
Type	The type of weighting being assigned to a peer group.			
	Type	List Box		
	Required	Yes		
	DB Column	VendorPeerGroupWeight.CalcTypeCd		
	Code ID	Peer Group Calc Weight This code element is non-editable. The installed values are: Food Stamp Eligible Geographic Indicator Register Ownership Square Footage		
Value	The weighting factor for the specified type.			
	Type	Text Box		
	Required	Yes		
	Length	Decimal 4,2		
	Validation	Numeric, Mask of 99.99		
	Display Only	No	**Calculated**	No
	DB Column	VendorPeerGroupWeight.CalcValueNr		
Deactivate	Indicates the peer group weighting factor is or is not active.			
	Type	Check Box		
	Display Only	No	**Calculated**	No
	DB Column	VendorPeerGroupWeight.Status		

Business Rules
1. Only active peer group values can be used in the peer group calculations of vendor management.
2. A peer group number cannot be repeated within a type. Display error.
3. The percentage values within the Peer Group Weighted grid should total 100% for each Geography. Display warning.

Developer Notes
1.

4   Vendor High Risks

This screen will allow the vendor manager to set up the state's vendor high risks.

> Vendor Management Administration > High Risks

		Code	Description	Query Weight	Factor Weight	Sort Order	Deactivate
Vendor High Risk Factors							
>		A	Small Amount of Variation in FI prices	0.004	15	1	☐
		B	Large % of FI redeemed at same price	0.132	25	2	☐
		V	New Vendor	0.000	40	3	☐

Add Row

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Control	Description			
Add Row	Clicking the Add Row command button creates a new row in the data grid allowing the user to add another vendor high risk factor.			
	Type	Command Button		
	Hot Key	Alt + A		
Vendor High Risk Factors	The data grid is used to define the state's vendor high risk factors.			
	Type	Data Grid		
Code	This is the code of the high risk factor. For the high risk factors that related to the TIP report, use the USDA assigned letter. This field is only editable when a new row is being added.			
	Type	Text Box		
	Required	Yes		
	Length	3		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	VendorRiskType.TIPRiskCd		
Description	This is the description of the high risk factor that will appear in the list box.			
	Type	Text Box		
	Required	Yes		
	Length	50		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	VendorRiskType.Name		
Query Weight	This is a numerical value that is applied to the number of items found in a 'report selected' high risk factors in the high risk vendor analysis combination report. Query weights are those applied to the query units found in factors that are supported by a high risk vendor queries.			
	Type	Text Box		
	Required	No		
	Length	Decimal 4,3		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	VendorRiskType.QueryWeight		

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Control	Description		
Factor Weight	This is a numerical value that is applied to the high risk factor (by itself) when it is not a 'report selected' high risk factor in the high risk vendor analysis combination report. Factor weights are a value assigned for weights that are not supported by a high risk vendor queries but rather by the high risk being currently assigned to the vendor.		
	Type	Text Box	
	Required	No	
	Length	Integer 8	
	Validation	Numeric	
	Display Only	No	**Calculated**	No
	DB Column	VendorRiskType.FactorWeight	
Sort Order	The sort order used to determine the display sequence of the items when displayed in a list box.		
	Type	Text Box	
	Required	Yes	
	Length	Integer 4	
	Validation	Numeric	
	Display Only	No	**Calculated**	No
	DB Column	VendorRiskType.DisplaySeqNr	
Deactivate	This will deactivate the high risk factor. This affects whether it is available in the list box when selecting vendor high risk factors.		
	Type	Check Box	
	Display Only	No	**Calculated**	No
	DB Column	VendorRiskType.Status	
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the record are displayed.		
	Type	Text Box	
	Required	No	
	Length	NA	
	Validation	Mask of 'firstname lastname mm/dd/yyyy'	
	Display Only	Yes	**Calculated**	No
	DB Column	VendorRiskType.ModifyStfpID + VendorRiskType.ModifyDt	

Business Rules
1.

Developer Notes

1. This will replace the transfer system VendorRisk code.
2. Deployment note:

   The following records should be created as they follow the USDA standard for the TIP (bold records must be created for High Risk Vendor Analysis combination reports weights).

   A - Small Amount of Variation in FI prices

   B - Large % of FI Redeemed at same price

   C - Unusually High Average FI Prices

   D - Redeemed Prices Higher than Price List

   E - Large % High Priced FIs

   F - Volume of WIC Business

   G - Large Increase of Dollars Redeemed Over Time

   H - Large % of the area's WIC redemptions

   I - WIC Sales unusually high % of total

   J - High WIC to FS redemption ratio

   K - WIC and FS sales unusually high

   L - Participant/Other Complaints

   M - Large # Participant Redeeming FI's Outside Area

   N - Large # of High Risk Participants

   O - Large # FI's with consecutive serial numbers

   P - Large % of manual FI's

   Q - Excessive # returned checks

   R - Past history of Violations and DQs

   S - Associations with known violators

   T - Multiple ownerships which include known violators

   U - Short on authorized food items or no inventory

   V - New Vendor

   W - Random Selection (new USDA factor)

   X - Other (Used when the State agency completed an investigation on a vendor and used some other type of high risk indicator that is not identified above)